



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

STAFF SERVICES ANALYST (GENERAL) (QAPI Program Analyst)

**** (POSSIBILITY OF BECOMING PERMANENT) ****

SALARY RANGES	(A) \$2945 - \$3690 (B) \$3189 - \$3992 (C) \$3824 - \$4788
TENURE/TIME BASE	12 Mo. Limited Term, Full Time
PROGRAM/DEPARTMENT	Agency Evaluation
FINAL FILING DATE	November 03, 2016

DESCRIPTION OF DUTIES: Under the direction of the Director of Quality Assurance, performs a variety of tasks as the Quality Assessment and Performance Improvement (QAPI) Program Analyst. Organizes and plans activities associated with the Quality Assessment and Performance Improvement, which includes planning, scheduling, and analyzing QAPI reports and studies for review by the appropriate committee/s. Maintains a log/schedule QAPI activities and presents for review at least annually to Governing Body and relevant committee members in compliance with applicable federal and state licensing regulations and Departmental and Center policies and procedures. Utilize complex databases and develop/maintain multiple tracking systems on spreadsheets to monitor quality indicators, trending, and ongoing relevance of the data collection and reporting. Collect and analyze data; present report or summary of findings with recommendations for improvement or changes. Creates assessment instruments related to satisfaction surveys; works closely with departments and programs and provides consultation and guidance related to the survey process; Provides expert consultation and guidance to Clinical, Nursing, Administrative, Medical and Ancillary Services on QAPI Program requirements. Utilize various computer programs to record, track, and analyze QAPI Program outcomes. And other duties as assigned.

WHO MAY APPLY: Candidates with list, transfer, or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. **Applications must be received in the Personnel Testing Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5587

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.